



CERTIFIED
June 26, 2019
By Webb County
Civil Service Commission

Payroll Compliance Specialist

Human Resources

HR/7
Pay Grade: 17

JOB SUMMARY

Assist the Payroll Supervisor ensuring the day to day execution of responsibilities, provide timely and accurate financial reporting information to management and to service the needs of all employees as needed. Manage time and attendance software for the county including payroll compliance, problem solving and training of Time Clock Plus for all county departments.

MAJOR DUTIES

- Ensure compliance with all Webb County and Civil Service policies, practices, and procedures.
- Reviews the requests sent by the various departments to ensure that the salary amount for the position has been budgeted, items not budgeted should be returned to the Auditor's Office to revise the Personnel General Order.
- Uploads data of hours worked each pay period for all employees including overtime hours, holiday pay, and making sure overtime pay is paid out of the respective budgeted funds.
- Assures that all requests for overtime, incentive, car allowance, longevity pay, and various other types of pay are budgeted.
- Collects all component information: insurance deductions, child support, retirement contributions, cafeteria plan, credit union, and various other deductions, changes in salaries, change of positions, transfers from one department to another for payroll processing.
- Performs payroll transactions including direct deposits reports, and other related bi-weekly transactions.
- Prepares the payroll analysis report.
- Prepares payroll wire transfer report bi-weekly.
- Prepares payroll taxes bi-weekly and maintains a log with dates and confirmation numbers.
- Prepare and submit retirement contributions and worker's compensation report on the established schedule date.
- Prepares 941 report to meet the scheduled deadlines by month and quarter.
- Prepares child support report and wire transfer.

- Prepares month-end and year-end payroll reports.
- Processes the yearly W-2 forms to be reported to Social Security Administration.
- Train new departments personnel on Time Clock Plus.
- Manage hand and thumb scan process for employees.
- Answer department questions on Time Clock Plus as-needed.
- Coordinate with Time Clock Plus on any issues presented.
- Review accruals on Time Clock Plus.
- Review overtime and grant coding compliance.
- Performs full payroll cycle on Time Clock Plus on bi-weekly basis.
- Uploads hours from Time Clock Plus to New World.
- Verifies correct compensatory time calculations.
- Manage upgrades and any updates from Time Clock Plus and train departments.
- Required to work overtime as needed.
- Perform any other duties as assigned by the Human Resources Director.

KNOWLEDGE REQUIRED BY THE POSITION

- Ability to communicate in English and Spanish; preferred.
- Must be proficient in the use of computer and Microsoft Software.
- Must have experience in the use of office equipment.
- Must have excellent Communication Skills.

SUPERVISORY CONTROLS

- Human Resources Director assigns work in terms of general instructions. The payroll supervisor reviews completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include generally accepted accounting principles, county personnel policies and procedures, Civil Service regulations, and related federal, state and local laws and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to perform technical duties in support of county payroll processes. Success in this position contributes to the accuracy and efficiency of county payroll transactions.
- Employee must know all procedures in Time Clock Plus in order to process payroll for the county, and also to train payroll managers within the county.

CONTACTS

- Contacts are typically with co-workers, other county personnel, auditors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Must possess a BBA in accounting or related field and/or equivalent work experience.
- Must have a minimum of 2 years of payroll experience and a solid understanding of the payroll and accounting functions, with an understanding of related government regulations.

